AUTOMATIC TYPING

Electric typewriters automatically operated by a perforated paper tape are being used to save a substantial number of typing and proofreading hours, especially in the preparation of textual materials which require editing and the revision of several drafts before the final text is typed.

Briefly, these typewriters capture, in the form of holes in a paper tape, the data being typed. The perforated tape thus produced can then be inserted in the same typewriter and it automatically operates the typewriter to produce, at 120 words a minute, an exact duplicate of the original.

During the automatic typing operation the machine may be stopped to manually type changes or additional data. Information included in the original text but not wanted in subsequent retyping may be deleted.

The operational steps in the preparation of a report subject to editing by several different individuals before the final text is agreed upon, might be as follows:

1. Simultaneously as the first draft of a report is typed, the typed data is captured in a tape.

2. The typed draft is proofread. Any resultant changes are made in both the draft and its tape.

3. The draft is distributed for concurrence. The tape is retained by the typist.

4. When edited copy of the first draft is returned, the changes found in all edited drafts are manually transferred to the original copy.

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5. The corrected original is given to the typist who inserts the tape produced from typing the first draft in the reading unit of the machine. The machine then starts (to automatically) type the first draft. As additions, deletions, and other changes occur in the edited draft, the typist stops the automatic typing and manually types the changed material. As the automatic and manual typing is performed the machine captures both the automatically and manually typed data in a tape; thus, an updated tape for the second draft is produced at the rate of 120 words per minute.

6. Upon completion of the above operation, the manually typed data is proofread. (The automatically typed data does not require proof-reading.)

7. The second draft is then distributed for concurrence. Its tape is retained by the typist and the old tape is destroyed.

8. All of the above steps are repeated for each successive draft. When the final draft is received, its tape is inserted in the reading unit of the machine and the finished report is automatically typed and does not require proofreading (except for the inconsequential number of changes that may have been made in the final draft.)

It is important to note that with each additional draft ~~that is~~ made the amount of manual typing and proofreading decreases while the amount of automatic typing increases. As a result, final reports are produced at a high rate of speed without error.

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REMARKS:

Telephone conversation

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REPLACES FORM 36-8
WHICH MAY BE USED.

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